



## COUNTY OF LOS ANGELES

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February 23, 2005

To: Supervisor Gloria Molina, Chair  
Supervisor Michael D. Antonovich, Chair Pro Tem  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From: Jon W. Fullinwider  
Chief Information Officer

Subject: **STATUS ON RECOMMENDATION CONCERNING E-DOCUMENTING  
PROJECT -- PROJECT NEARING FINAL COMPLETION**

### **BACKGROUND**

This memo is in response to your Board's motion of August 6, 2002, instructing my office, together with the Director of Personnel and the Registrar-Recorder/County Clerk, to review various ongoing e-documenting/electronic document management system (EDMS) projects that might be used as a model(s) demonstrating opportunities for improved efficiency within the County, and to report back to you with recommendations.

In addition, there was a related Board motion on February 18, 2003, instructing the Chief Administrative Officer (CAO) to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. As a result of that directive, the CAO issued a four-part survey to all County departments/agencies requesting, in part, information on Records Storage and Electronic Transmission. At a subsequent meeting with the CAO, this office agreed to include in our analysis the component of the February 18, 2003 motion that related to digitized formatting of County records and distribution methods for interdepartmental correspondence, since there were many issues that were common to both efforts.

### **CURRENT STATUS**

As directed in the August 6, 2002 motion, and as previously reported to you, a number of implementations and pending projects have been identified as models for efficiency within the County for use of these technologies, including for example, the Suspected Child Abuse Reporting System (SCARS).

In response to the February 18, 2003 motion, my office continues to work closely with the CAO on their records management and electronic transmission initiative, and as a component of our final report, will address the issues relating to digitized formatting of County records and distribution methods for interdepartmental correspondence. Our analysis will be incorporated into the CAO's final report to your Board relative to that motion. Since my last status report, a member of my staff has participated with the CAO's Records Management Task Force in on-site visits to other counties to see what other similar jurisdictions are doing to address records management and records archiving issues. The observations made during these visits are being documented by the Task Force and will be given due consideration in the CAO's final report.

As to our Enterprise Content Management (ECM) Strategy Development project overall, we have finalized our analysis and presented our findings and recommendations to the Telecommunication & Systems Advisory Body (TSAB) on February 9, 2005 and to the Department Heads at their meeting on February 17, 2005. Within the next 30 days, we plan to meet with your Board Deputies to discuss our findings and recommendations and we will also be conducting a comprehensive, half-day workshop for the departments' Information Technology Managers to present our report and to elicit further comments and feedback prior to formal presentation of the report to your Board.

My office will continue to provide your Board with status reports, as necessary, until our final report is issued. If you have questions or require additional information, please contact me at (213) 974-2008, or in my absence, Jonathan Williams at (213) 974-2080.

JWF:EB:ygd

c: Michael J. Henry, Director, DHR  
Conny McCormack, Registrar-Recorder/County Clerk  
Susan Toy Stern, Chief Deputy, DHR  
Raoul Freeman, Chair, Information Systems Commission